# **Earned Leave**

#### **Sick Leave**

One day per month

There is no limit on the amount of sick leave that can be accrued. No pay-out of sick leave upon separation. Any unused sick leave will be reported to retirement service and converted to service credit.

#### **Vacation Leave**

1-4 years service	12 days/year
5-8 years service	15 days/year
9-12 years service	18 days/year
13-16 years service	21 days/year
17 + years service	24 days/year

A maximum of 30 days of vacation may be accrued. Once you reach the maximum of 30 days, no additional time will be accrued until your balance is below 30 days.

## **Personal Business/Floating Holidays**

3 days per year

Personal Business/Floating Holidays must be used within the year earned and is not paid out upon separation. Days will be prorated for any employee hired after January 1.

#### **Parental Leave**

Two weeks of paid time off is available for maternal or paternal leave for the birth or adoption of a child. Parental Leave can be taken within the first 12 months after birth or adoption.

## **Holidays**

New Years Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

# **Employee Development**

#### **Tuition Reimbursement**

For all full-time employees who have completed their first six months of employment and wish to pursue a degree program that enhances CMAP goals. It requires semester/quarter management approval and based on funding availability.

Grade A - 80% up to \$2,500 Grade B - 60% up to \$1,850

\*If a private university is attended, reimbursement will be equivalent to cost at UIC using the criteria above.

# **Conference/Training**

Requires prior management approval, based on priority and available funding.

100%

## **Certifications/Licenses and Association Dues**

Requires prior management approval.

\$250 maximum per calendar yr./employee

# **Insurance Benefits**

**Health Coverage** (\$/month/employee)

Blue Cross Blue Shield

	НМО		PPO			
	Employee	CMAP	Total	Employee	CMAP	Total
Employee	\$73.48	416.36	489.84	90.72	514.09	604.81
Employee + Spouse	199.77	799.06	998.83	246.64	986.58	1233.22
Employee + Children	176.29	705.18	881.47	217.67	870.66	1088.33
Family	278.09	1112.36	1390.45	343.35	1373.40	1716.75

Blue Cross Blue Shield – PPO Healthcare Savings Account (HSA)

	HSA		HSA Deductible/Contributions			
	Employee	CMAP	Total	CMAP's Contrib. to Ded.	Employee's Yrly/Maximum Deductible	IRS Contrib. Limit
Employee	72.12	408.66	480.78	\$600.00	\$2500.00	\$3050.00
Employee + Spouse	196.07	784.29	980.36	\$1250.00	\$5000.00	\$6150.00
Employee + Children	173.03	692.14	865.17	\$1250.00	\$5000.00	\$6150.00
Family	272.95	1091.79	1364.74	\$1250.00	\$5000.00	\$6150.00



# **Dental Coverage**

Delta Dental

	Dental DHMO			Dental PPO		
	Employee	CMAP	Total	Employee	CMAP	Total
<b>Employee Only</b>	\$1.70	\$15.27	\$16.97	\$4.63	41.63	\$46.26
Employee + Spouse	\$7.85	\$23.53	\$31.38	\$22.31	\$66.92	\$89.23
Employee + Child	\$8.86	\$26.58	\$35.44	\$23.00	\$69.00	\$92.00
Family	\$12.47	\$37.39	\$49.86	\$39.84	\$119.50	\$159.34

# **Vision Coverage**

**VSP** 

	Employee	CMAP	Total
<b>Employee Only</b>	\$0.00	10.17	10.17
Employee + Spouse	\$3.25	13.02	16.27
Employee + Child	\$3.32	13.29	16.61
Family	\$5.35	21.42	26.77

# Life and Disability Coverage

CMAP funds \$75,000. Optional, employee paid additional life insurance will be made available at a maximum of \$300,000, based on a sliding age rate and with approval of insurance carrier. See table below for rates.

Age	Voluntary Life	Voluntary Life + AD&D*
	Only Per/\$1000	Per/\$1000
<24	0.07	0.10
25-29	0.07	0.10
30-34	0.07	0.10
35-39	0.09	0.12
40-44	0.14	0.17
45-49	0.24	0.27
50-54	0.39	0.42
55-59	0.61	0.64
60-64	0.96	0.99
65-69	1.71	1.74
70-74	3.07	3.10
75-79	5.06	5.09
80-84	7.02	7.05
85-89	7.02	7.05
90-100	7.02	7.05

## **Short & Long Term Disability**

CMAP currently provides disability insurance coverage for full-time employees at no cost to the employee. The insurance will pay 60% of your weekly salary up to a maximum amount of time contingent on the plan.

# **OTHER BENEFITS**

#### Retirement

Employee participation in Illinois Municipal Retirement Fund (IMRF) is required if an employee is expected to work more than 1,000 hours over a twelve month period (600 hours if the employee participated in IMRF prior to January 1, 1982). CMAP contributes on behalf of its employees to IMRF at a rate established by IMRF. Employees currently are required to contribute 4½% of their gross income to IMRF.

IMRF benefits after one year of service currently include a death benefit equal to one year's salary plus the return of member contributions, surviving spouse and disability benefits, as well as retirement benefits. Contributions are treated as deferred compensation for tax purposes. Vesting in the program occurs after eight years of service unless your initial enrollment into IMRF was after January 1, 2011, which put you on a 10-year vesting schedule.

In 2007 state legislation was passed to allow state employees who accepted employment with CMAP, a one-time selection of remaining with the State Retirement System (SERS) instead of participating in IMRF. SERS requires an employee contribution of 4% of their gross income.

## **Employee Assistance Program (EAP)**

The EAP provides staff with a 24-hour toll-free hotline to call for guidance on personal or work related issues. Please contact Human Resources for more details.

#### **Flextime**

Employees have an opportunity to participate in a flexible work schedule which allows the 75 hour pay period to be completed in 9 days during the two-week pay period, working no more than 9 hours/per day (not including lunch), provided there is advance approval by the deputy.

# **VOLUNTARY BENEFITS**

#### **AFLAC**

All full-time employees are eligible to participate in the voluntary plans offered by Aflac: Accident Indemnity Advantage, Cancer Care and Hospital Protection. Aflac pays employees cash benefits directly (unless assigned) if they or a family member are sick or injured. Cash to help cover things that major medical doesn't cover- like out-of-pocket medical costs and everyday living expenses that continue to grow. Aflac policies are 100% employee-paid, as a voluntary payroll deduction.

### **Deferred Compensation (457 Plan)**

All employees are eligible to participate in the optional deferred compensation plan offered by the Principal Financial Group. Staff members who enroll in this program elect to have a certain percentage or amount of their pay "deferred" on a pre-tax basis until retirement. Employees may join or change their contribution amounts or investment choices at any time. The maximum deferral for 2013 is \$17,500 and the catch-up maximum is \$5,500. The Principal Financial Group provides a variety of investment options.

## **Flexible Spending Accounts**

FlexSave of America administers our flexible spending accounts (FSA). The plan provides tax savings to the employee by reducing employee medical premiums and medical or dependent care elections from gross salary prior to calculation of federal income and social security taxes. Since taxable income is reduced by the amount contributed, employees pay less in taxes, and have more take-home pay. Reimbursement is available by a FlexSave credit card, check or direct deposit.

- Healthcare a healthcare reimbursement account is available for those individuals who are interested in having money deducted from their paycheck pre-tax and put into an account for medical expenses not covered under any insurance plan. The maximum pre-tax benefit is \$2,500 annually.
- Dependent Care a dependent care reimburse account is available for those individuals who are interested in having money deducted from their paycheck pre-tax and put into an account for eligible dependent care expenses. The maximum pre-tax benefit is \$5,000 annually.

If you participate in the Healthcare Savings Account (HSA) you will not be able to participate in the "healthcare" FSA. Please contact Human Resources for more details on the HSA.

